



About This Model Form

The model form can be used to provide notification to furloughed employees that a location is not reopening after a mandated shutdown and that their position is no longer available.

This form is not a substitute for legal or medical advice. Because every workplace is unique, employers should work with their legal counsel and medical experts to amend this model form to best serve their particular workplace situations and address federal, state, and local laws and regulations.

Model Form: Notification Of Termination Related to Organization Not Reopening After Mandate

[Salutation]:

On [date], [Organization] was ordered by the State of [state] to close its [location] until [date]. This mandate required [Organization] to furlough all employees at [location].

[Because of issues related to COVID-19 and the mandated shutdown, [Organization] has decided it will not be able to reopen [location] in the foreseeable future.]

[Because of issues related to COVID-19 and the mandated shutdown, [Organization] is presently unable to return all employees who were furloughed.]

As a result, your position has been eliminated, and you are eligible to apply for unemployment immediately.

[Any wages or monies due to you will be direct deposited by [date]].

[Any wages or monies due to you will be mailed to by [date]]:

[List address here]

If this is not your correct address, you will need to call [phone number] and speak to [name] and a reasonable effort will be made to coordinate the delivery of any monies due to you.]

You may be eligible for COBRA benefits. We have included that information.

[Our records show, you have the following items in your possession at the time of your furlough that are owned by [Organization]:

[List items]

If these items are in your personal possession and not at [location]; you do not have these items; or if you believe the list is incorrect, please contact [name] to discuss and/or schedule a time or means for their return.]

[If you have personal items at [location], please contact [name] and a reasonable effort will be made to coordinate their return.]

Thank you for your service to [Organization] and understanding during this difficult time.

[Should you wish to apply for a position at a different location or should [location] reopen, you are eligible to be considered for rehire.]

If you have any questions, please contact [e.g. your manager, department head, human resources, or the ownership].

Sincerely,